

Private Security Guard Company or Qualifying Principal License Application Instructions

Application Requirements

- Appropriate fee
- Applicant must be at least 21 years old
- Provide at least one completed fingerprint card for each principal applicant
- Prior to licensing, the **armed** principal applicant must attend an 8-hour Firearms Certification course through the Criminal Justice Training Commission. The Department will be notified directly when the certificate is issued.
- If principal is applying for a license under the exam requirement, notification of the exam date will be mailed 2-3 weeks after receipt of the application.
- Be prepared to provide a Certificate of Insurance prior to issuance of your license. The company must have comprehensive general liability coverage of at least \$25,000 for bodily or personal injury **and** \$25,000 for property damage. This certificate **does not** have to be submitted with the application packet and may be faxed to us when the license is ready to be issued (fax (360) 570-7888).
 - The **certificate holder** on the insurance must read:
Department of Licensing
Private Security Guard Licensing Program
PO Box 9649
Olympia, WA 98507-9649
- Provide an address list of any branch office(s) maintained by the company
- **US corporations** must submit:
 - a copy of the Articles of Incorporation filed with the Washington Secretary of State
 - a list of all officers and directors with an address for each
 - a letter from the governing body of the corporation designating the applicant as "principal"
- **Partnerships or limited partnerships** must also submit:
 - a fee for each partner other than the principal
 - one completed application for each partner

Note – Each partner must apply for licensure in order to be eligible to own or operate the company. Each must meet the same eligibility requirements as the principal of the company.
- **In addition, foreign corporations** must submit:
 - a certified copy of the Certificate of Authority to conduct business in the state of Washington.

The Most Commonly Asked Questions:

Q. What is a company principal?

- A. The individual who, in order to own or operate a private security guard company, must meet the minimum qualifications of three years' experience **or** pass the state exam.

Q. How often are the exams given for principals and certified trainers?

- A. They are scheduled within two to three weeks after we receive your application.

Q. Where will I take the exam?

- A. The exams are scheduled at driver licensing offices around the state. When the exam is completed, it will be returned to this office to be scored. A letter with your score will be mailed to you approximately 10 days after you've taken your exam.

Q. How often can I take the exam?

- A. There's no limit on the number of times you may take the exam as long as there's at least seven working days between them.

Q. How do I get rescheduled if I don't pass?

- A. A re-exam application will be mailed to you with your results. Complete and return the application with the \$25 fee to be rescheduled.

Q. How long will it take to get the license?

- A. The required background check takes approximately 60 days. When the background check and all other requirements have been met, the license will be issued.

Q. If I'm just working for myself and do not want to hire employees, do I still have to get a company license?

- A. Yes, anyone who works as a private security guard must either be licensed as a company principal or as a security guard under another company.

Q. How do my employees get licensed?

- A. Once your company is licensed, you can submit applications for your employees. They are required to complete eight hours of pre-assignment training from a licensed certified trainer. The certified trainer must sign the certification box on the front of the Security Guard Application.

Q. How do I become a certified trainer?

- A. Once you are licensed, submit a certified trainer exam application and \$25.

Q. May I have a certified trainer from another company give my employees the training?

- A. Yes, provided the trainer is currently employed and holds a valid certified trainer's license.

Private Security Guard Company/Principal License Application



FOR VALIDATION ONLY

001-070-299-0009

Make remittance payable to State Treasurer.
Send this application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Check the type(s) of licensure for which you are applying:

- ☐ Company with Unarmed Principal – **\$300**
☐ Company with Armed Principal – **\$310**
☐ Change of Unarmed Principal – **\$82**
☐ Change of Armed Principal – **\$92**

Company Information

Company Name		Telephone No. ()	FAX No. ()
Washington State Business Address (Number, Street, and Suite or Room No.)			
City		State WA	Zip Code
Business Mailing Address (If Different)			
City		State	Zip Code
Type of Business (Check One) <input type="checkbox"/> Sole owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foreign corp.		No. of Partners (If Partnership)	UBI No.
Branch Office Address (Street, City, State, Zip)			
Branch Office Address (Street, City, State, Zip)			
Branch Office Address (Street, City, State, Zip)			

Principal Information

Principal Name (Last, First, Middle Initial)		Maiden Name or Aliases	
Home Address (Number, Street, Apartment No.)			
City		State	Zip Code
Date of Birth / /	Gender (Check One) <input type="checkbox"/> Female <input type="checkbox"/> Male	Social Sec. No. (Required per RCW 26.23.150)	Citizenship Status (Check One) <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien
Requirement under which you will be qualifying for licensure (Check One) <input type="checkbox"/> 3 years' experience as a manager, supervisor, or administrator in the security business or a related field		<input type="checkbox"/> Examination - see page 2	

Legal Profile Attach requested documents and a separate explanation sheet for any "Yes" answers below

1. Have you ever been convicted of a crime including juvenile convictions? (Do not include traffic convictions for driving under the influence, driving while suspended, or reckless driving.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Have you been licensed as a security guard in any jurisdiction? If "yes," in what jurisdiction? Please insert name of state, county, or city	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<ul style="list-style-type: none"> If you answered YES, you must list the conviction(s) below and submit a copy of the court record. If you fail to provide the requested information, including the court records, your application may be denied. If you fail to disclose a conviction, your application may be denied for misrepresentation. If you are not sure of your record, please do the research before you apply. Application fees are non-refundable. 		and date _____. 3. Have you ever had a security guard license suspended, revoked, or restricted? If "yes," in what jurisdiction? Please insert name of state, county, or city and date _____.	<input type="checkbox"/> <input type="checkbox"/>	
WHAT WERE YOU ARRESTED FOR?	DATE	CITY AND STATE	NAME OF COURT	OUTCOME OR CONVICTION CLASSIFICATION
1.				
2.				
3.				

Experience you must provide proof of your past employment



Please document your experience beginning with your most recent (or current) position. Acceptable forms of proof include: copies of payroll checkstubs showing company name and pay period, copies of your federal tax return for the period(s) listed, certification from the employer verifying your status, duties, and time employed. Verification of license/registration from another state/jurisdiction is acceptable **only** if that state/jurisdiction has requirements that meet or exceed those required by Washington state. Use the enclosed verification form for out-of-state work history.

Start with your most recent (or current) position, then work backward.

Type of Experience (Manager, Supervisor, Administrator)	From (Mo-Da-Yr)	To (Mo-Da-Yr)
Company Name		
Company Address (Number and Street, City, State, Zip)		
Type of Experience (Manager, Supervisor, Administrator)	From (Mo-Da-Yr)	To (Mo-Da-Yr)
Company Name		
Company Address (Number and Street, City, State, Zip)		
Type of Experience (Manager, Supervisor, Administrator)	From (Mo-Da-Yr)	To (Mo-Da-Yr)
Company Name		
Company Address (Number and Street, City, State, Zip)		

Exam

If you wish to take the license exam, mark your choice of locations below. Mark your first choice with a "1" in the box and your second choice with a "2". Notification of the exam date and place will be mailed 2-3 weeks after receipt of your application.

	Auburn		Kirkland		Seattle - Greenwood
	Bellevue		Lynnwood		Smokey Point
	Bellingham		Olympia		Spokane East
	Bothell		Omak		Sunnyside
	Bremerton		Parkland		Tacoma South
	Clarkston		Port Angeles		Tacoma West
	Everett		Port Townsend		Union Gap
	Federal Way		Puyallup		Vancouver
	Kennewick		Renton		Walla Walla
	Kent		Seattle - Downtown		Wenatchee

Certification

I, _____, certify that the information (print name)	
provided in this application is true, complete, and correct to the best of my knowledge. I understand that should I misrepresent or conceal any material fact in my application for principal of a private security guard company, it constitutes grounds for suspension or denial of a license for the company. I understand the department may conduct a complete background investigation regarding my qualifications as outlined in Chapter RCW 18.170.	
X Signature of Applicant	_____ Date

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56